

30 November 1953

MEMORANDUM FOR: Colonel White

SUBJECT : Microfilm Project, Office of Collection and
Dissemination

STATINTL

1. On 27 November, the attached memorandum, (Tab A), was received from [REDACTED] in which he requests advice and direction on the questions raised in his memorandum of 16 November addressed to you, (Tab B). The memorandum of 16 November talks against the use of microfilm and desires time to study the matter further. It appears that the decision to procure the equipment for OCD and to go ahead with the necessary alterations makes this phase of the matter moot. If, however, GSO wishes to study the problem further, I can see no harm in so doing provided it does not interfere with the installation and operation of the proposed program.

2. The memorandum of 16 November also discusses the problems that the proposed microfilm operation will raise in so far as Records Management is concerned. In this connection, it is my understanding that the meeting on the proposed program decided that GSO, O&M, and OCD were to work together to devise methods to keep copies at the minimum, to assure only significant documents would be filmed, and determined how vital material was to be handled. I can not see how the decision to go ahead with the OCD program affects this phase in any way.

3. It is recommended that [REDACTED] be advised:

STATINTL

a. He should be looking constantly towards better, more efficient, and more economical means and methods to handle records.

b. The implementation of the OCD program includes GSO, O&M, and OCD working together to keep records at the minimum, to make certain only the significant documents are to be filmed, and to provide for necessary vital records.

STATINTL

78-4718 [REDACTED]
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cc - Cleveland 231084/1

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